EMORY UNIVERSITY

Emory University
Office of Financial Aid
200 Dowman Drive, Suite 300
Atlanta, GA 30322

Phone: 404-727-6039
Fax: 404-727-6709
Email: finaid@emory.edu

2027-2028 Special Circumstance Appeal

Supporting documents requested by the Office of Financial Aid may be submitted via US mail, email, or fax. **In an effort to safeguard your personal information, the Office prefers that forms be submitted via fax.** When submitting documentation, please do not submit image files or photographs.

Certification		
I certify that the information provided below is true, complete, and correct to the best of my knowledge. Both parent and student agree to notify the Office of Financial Aid if the circumstance(s) described in the appeal changes, if employment is obtained, or other sources of income are found. I understand that the decision of the appeals committee will be emailed to the email address marked as "preferred" in OPUS.		
Student Signer Name:	Student Signer E-mail:	Student Signature:
Parent Signer Name:	Parent Signer E-mail:	Parent Signature:

Step 1: Student Information	
Student's First Name:	Student's Last Name:
Emory ID (EMPL):	Last 4 Digits of Student SSN (if ID Number Unknown): xxx - xx -
Semester/Year of Appeal	

Step 2: Written Explanation of Special Circumstances

Please attach a separate written statement detailing your circumstances and providing any pertinent information that will help us better understand your particular situation. **This form will be incomplete if this information is not submitted.**

Step 3: Special Circumstances for Consideration

	Reason for Appeal		Required Documentation		
	Loss of Employment		Emory Projected Year Income Worksheet		Termination notice
			Completed 2025 & 2026 federal tax return with all W2s		Severance pay agreement
			Emory Monthly Income and Expenses Statement		Unemployment benefits
			Last pay stub showing year-to-date earnings		
	Reduction of Recent Year Income (2026) vs. Base Year Income (2025)		Completed 2025 & 2026 federal tax return with all W2s		Quarterly business earning statement or business tax return
			Emory Monthly Income and Expenses Statement		Letter from employer confirming earnings reduction and date
			Emory Projected Year Income Worksheet		
	Receipt of One-Time Funds/Income		Document the amount and source of income		
			Signed statement explaining how funds were spent		Examples include: capital gain, inheritance, bonus, moving expense allowance, retirement distribution, etc.
			Employer letter confirming overtime or bonus pay as one-time		

	Unusual Expense		Statement explaining the unusual expense		Complete Sibling Enrollment form for sibling at a high cost college
			Document expense with receipts and bank statements		
			Emory Monthly Income and Expenses Statement		
	Illness or Death of a Parent		Copy of death certificate or newspaper obituary		Letter from physician detailing illness and dates of hospitalization
			Document the amount of any death benefits received		
			Emory Monthly Income and Expenses Statement		
	Incorrectly Reported Asset		Emory Asset worksheet		3 months check/savings bank statements
			1099-R or 1099-G for retirement rollover		Monthly mortgage statement to confirm real estate debt/payment
			Trust agreement, IRS form 1041, and corpus value		